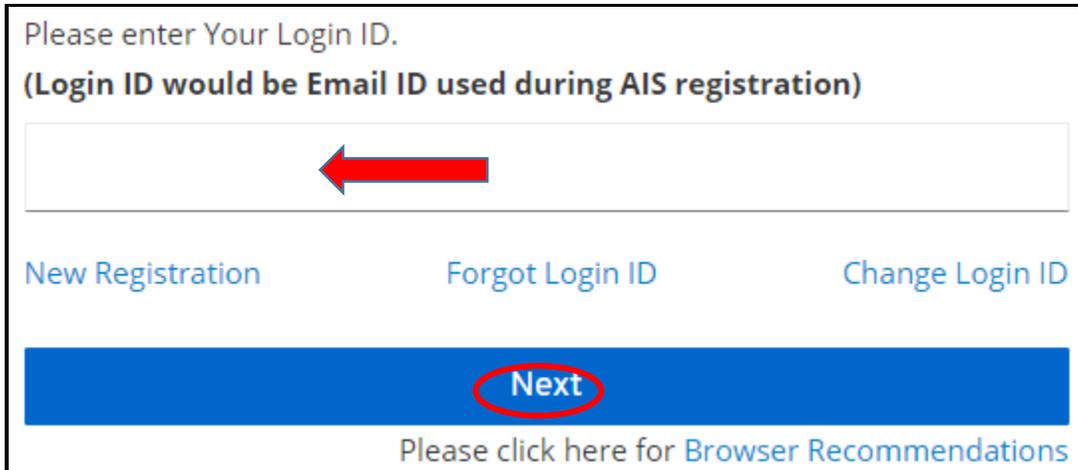


## HOW TO ACCESS the UNIFORM STATEWIDE SUBPOENAS in AIS

1. Go to: <https://mdcourts.gov/lawyers/ais>
2. Select the Log in link to take you to the Attorney Information System.
3. Log into AIS.
  - a. Enter your **Email** as the AIS Login ID. Select **Next**.



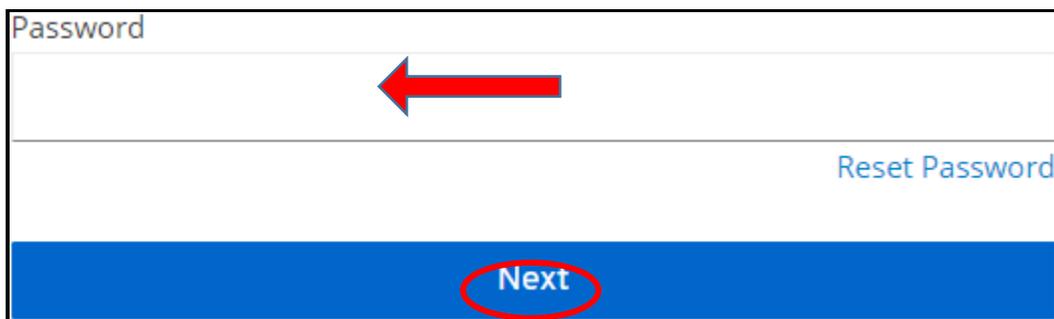
Please enter Your Login ID.  
(Login ID would be Email ID used during AIS registration)

[New Registration](#)      [Forgot Login ID](#)      [Change Login ID](#)

**Next**

[Please click here for Browser Recommendations](#)

- b. Enter your AIS Password.

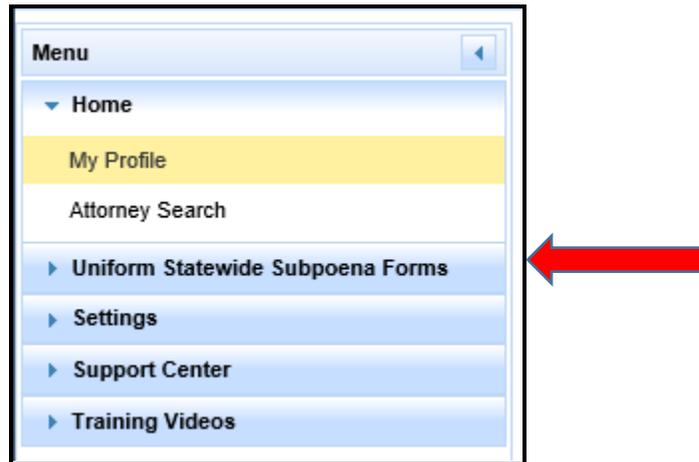


Password

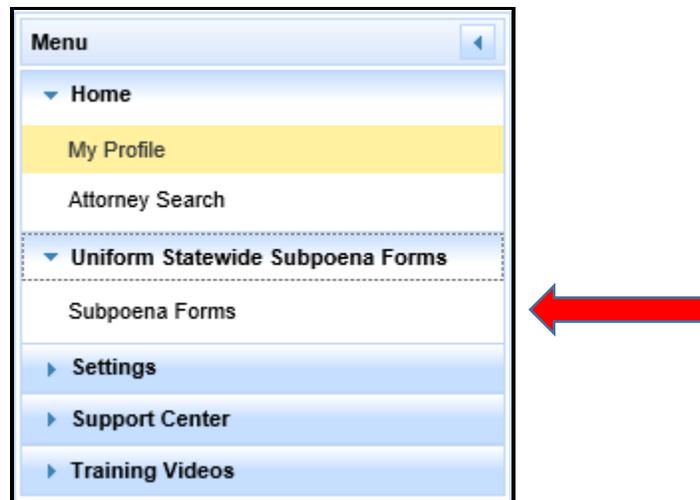
[Reset Password](#)

**Next**

4. A new menu item **Uniform Statewide Subpoena Forms** has been added to AIS.



5. Select the **Uniform Statewide Subpoena Forms** menu item to open the **Subpoena Forms** submenu.



- Select the **Subpoena Forms** submenu to access the Forms page which lists the links for the Uniform Statewide Subpoenas in PDF format.

**Statewide Uniform Subpoena Form**

Pursuant to Rules 2.510, 2.510, 4.205, and 4.206, the Maryland Judiciary implemented a uniform, statewide subpoena form, effective July 1, 2015. To ensure the required seal and the appropriate clerk's signature appears on each subpoena, separate versions of the form are provided for each circuit and district court. The content of all versions is the same.

Questions regarding court proceedings should be directed to the appropriate court.

**Self-represented litigants MUST obtain the paper form from the appropriate court. Attorneys can still obtain the paper form from the appropriate court.**

**NOTE: A subpoena may be served ONLY within 60 days after it is issued. If not served within the 60-day period, it must be reissued for service.**

Any misuse of a subpoena may result in an appropriate sanction from the court, including an award of a reasonable attorney's fee and costs, the exclusion of evidence obtained as a result of the misuse, and reimbursement of any person incriminated for time and expenses incurred.

Circuit Court		
<a href="#">Allegany</a> (rev. 10/27/2020)	<a href="#">Charles</a> (rev. 07/01/2018)	<a href="#">Prince Georges</a> (rev. 07/01/2018)
<a href="#">Anne Arundel</a> (rev. 07/01/2018)	<a href="#">Cecil</a> (rev. 07/01/2018)	<a href="#">Queen Anne's</a> (rev. 12/30/2019)
<a href="#">Baltimore City</a> (rev. 07/01/2018)	<a href="#">Frederick</a> (rev. 07/01/2018)	<a href="#">Somerset</a> (rev. 07/01/2018)
<a href="#">Baltimore County</a> (rev. 07/01/2018)	<a href="#">Garrett</a> (rev. 07/01/2018)	<a href="#">St. Mary's</a> (rev. 07/01/2018)
<a href="#">Calvert</a> (rev. 07/01/2018)	<a href="#">Harford</a> (rev. 07/01/2018)	<a href="#">Talent</a> (rev. 07/01/2018)
<a href="#">Carroll</a> (rev. 07/01/2018)	<a href="#">Howard</a> (rev. 07/19/2021)	<a href="#">Washington</a> (rev. 07/01/2018)
<a href="#">Cecil</a> (rev. 07/01/2018)	<a href="#">Kent</a> (rev. 11/03/2021)	<a href="#">Worcester</a> (rev. 07/01/2018)
<a href="#">Chest</a> (rev. 07/01/2018)	<a href="#">Montgomery</a> (rev. 04/01/2021)	<a href="#">Yorba Linda</a> (rev. 07/01/2018)

District Court		
<a href="#">Allegany</a> (rev. 07/01/2018)	<a href="#">Charles</a> (rev. 11/30/2021)	<a href="#">Prince Georges</a> (rev. 07/01/2018)
<a href="#">Anne Arundel</a> (rev. 09/30/2021)	<a href="#">Cecil</a> (rev. 08/11/2021)	<a href="#">Queen Anne's</a> (rev. 07/01/2018)
<a href="#">Baltimore City</a> (rev. 07/01/2018)	<a href="#">Frederick</a> (rev. 07/01/2018)	<a href="#">Somerset</a> (rev. 07/01/2018)
<a href="#">Baltimore County</a> (rev. 07/01/2018)	<a href="#">Garrett</a> (rev. 07/01/2018)	<a href="#">St. Mary's</a> (rev. 11/30/2021)
<a href="#">Calvert</a> (rev. 11/30/2021)	<a href="#">Harford</a> (rev. 08/31/2021)	<a href="#">Talent</a> (rev. 07/01/2018)
<a href="#">Carroll</a> (rev. 07/01/2018)	<a href="#">Howard</a> (rev. 07/01/2018)	<a href="#">Washington</a> (rev. 07/01/2018)
<a href="#">Cecil</a> (rev. 07/01/2018)	<a href="#">Kent</a> (rev. 07/01/2018)	<a href="#">Worcester</a> (rev. 08/11/2021)
<a href="#">Chest</a> (rev. 07/01/2018)	<a href="#">Montgomery</a> (rev. 07/01/2018)	<a href="#">Yorba Linda</a> (rev. 07/01/2018)

**Foreign Subpoena**

[Written Undertaking](#) for foreign subpoena form- required pursuant to Rules 2-422.1 and 2-510.1 (effective 07/01/2018)

**Subpoena for Inspection of Property**

Circuit Courts		
<a href="#">Allegany</a> (rev. 07/01/2018)	<a href="#">Charles</a> (rev. 07/01/2018)	<a href="#">Prince Georges</a> (rev. 07/01/2018)
<a href="#">Anne Arundel</a> (rev. 07/01/2018)	<a href="#">Cecil</a> (rev. 07/01/2018)	<a href="#">Queen Anne's</a> (rev. 12/30/2019)
<a href="#">Baltimore City</a> (rev. 07/01/2018)	<a href="#">Frederick</a> (rev. 07/01/2018)	<a href="#">Somerset</a> (rev. 07/01/2018)
<a href="#">Baltimore County</a> (rev. 07/01/2018)	<a href="#">Garrett</a> (rev. 07/01/2018)	<a href="#">St. Mary's</a> (rev. 07/01/2018)

**ISSUE DATE FORM FIELD**

Print a copy of the completed form

The Issue Date field on the form populates the current date each time the form is opened, even on forms that have been completed and stored to your computer. For that reason, you may want to print a copy of a completed form for your records.

If the current date is not showing on the form:

Some browsers have built-in pdf viewers that may not populate the current date in the Issue Date field. If this occurs, you can change the settings in your browser to view pdf files with Adobe Acrobat or Reader or you can download the form to your computer and open with Adobe Acrobat or Reader. The current date should appear in the Issue Date field.

The forms available on the **Subpoena Forms** page include:

- Circuit Court: Pre-Signed Uniform Subpoenas
- District Court: Pre-Signed Uniform Subpoenas
- Subpoenas for Inspection of Property for the Circuit Courts
- Foreign Subpoena – Written Undertaking form for the Circuit Courts

- Click on the link of the Form to access.

**Circuit Court**

- [Allegany](#) (rev. 10/27/2020)
- [Anne Arundel](#) (rev. 07/01/2018)
- [Baltimore City](#) (rev. 07/01/2018)
- [Baltimore County](#) (rev. 07/01/2018)
- [Calvert](#) (rev. 07/01/2018)
- [Caroline](#) (rev. 07/01/2018)
- [Carroll](#) (rev. 07/01/2018)
- [Cecil](#) (rev. 07/01/2018)



8. The Subpoena selected will open in a PDF viewer or the browser.

**CIRCUIT COURT FOR ALLEGANY COUNTY**  
 30 Washington Street, Cumberland, Maryland 21502  
 Phone: (301) 777-5923 Maryland Relay call: 711  
 Toll-free (In-state only): (800) 988-9087

Case No. \_\_\_\_\_

STATE OF MARYLAND  
 or  
 Plaintiff \_\_\_\_\_ vs. Defendant \_\_\_\_\_

TO: \_\_\_\_\_  
 Name  
 Address 1  
 Address 2  
 City, County, State, Zip

**SUBPOENA**

**Issue Date: 12/14/2022**  
**Service Deadline: 60 days after the Issue Date.**

You are hereby compelled to appear at a  court proceeding  deposition at the following location:  
 \_\_\_\_\_  
 Address of Court or Other Location  
 \_\_\_\_\_  
 City, State, Zip

On \_\_\_\_\_ at \_\_\_\_\_  a.m.  p.m.  
 Date Time

**NOTES:** Related to the *Issue Date field* on the forms:

### Print a copy of the completed form

The Issue Date field on the form populates the current date each time the form is opened, even on forms that have been completed and saved to your computer. For that reason, you may want to print a copy of a completed form for your records.

### If the current date is not showing on the form:

Some browsers have built-in pdf viewers that may not populate the current date in the Issue Date field. If this occurs, you can change the settings in your browser to view .pdf files with Adobe Acrobat or Reader or you can download the form to your computer and open with Adobe Acrobat or Reader. The current date should appear in the Issue Date field.

9. Enter the information needed into the form.
  - a. Forms can be saved and printed.
  - b. If the wrong information was entered the form can be reset and all data entered will be cleared from the form.

**NOTE:** Form Revision dates will be noted in AIS next to each form as updated in AIS.



END OF DOCUMENT

Visit the AIS Website for additional information and help documents on MDCOURTS.GOV at:  
<https://mdcourts.gov/lawyers/ais>.